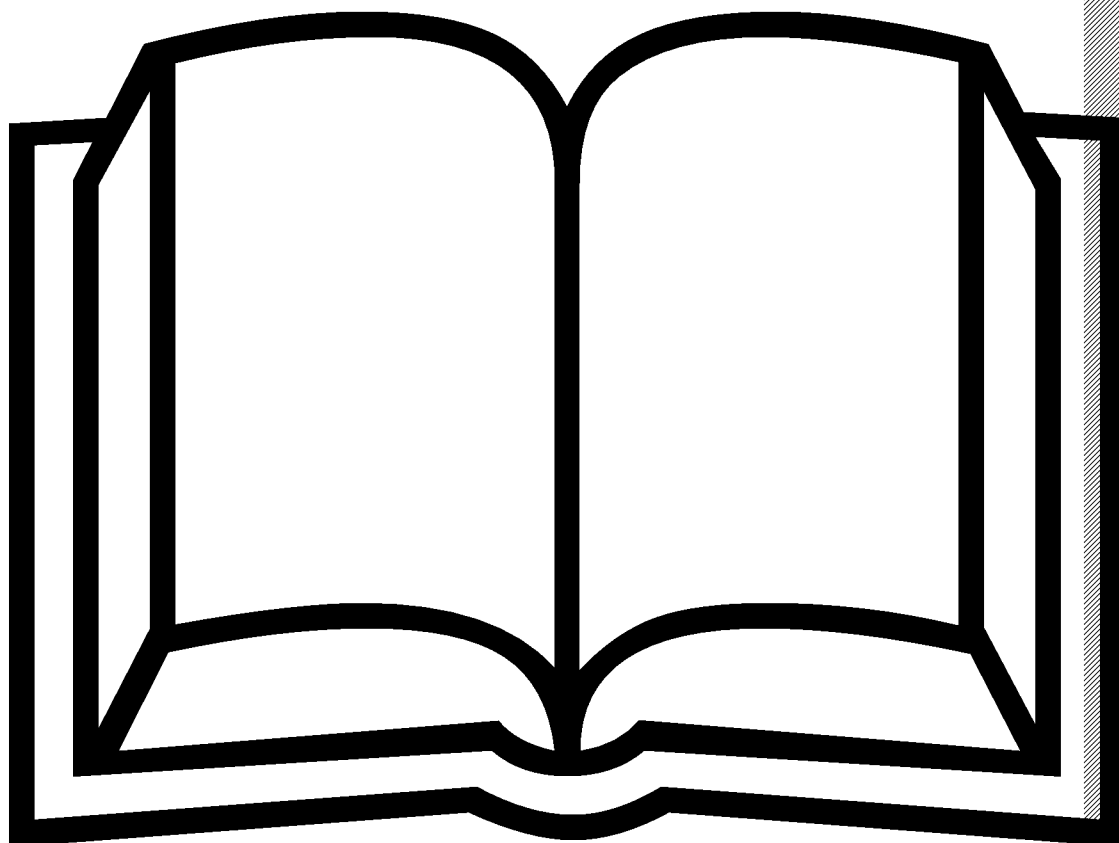


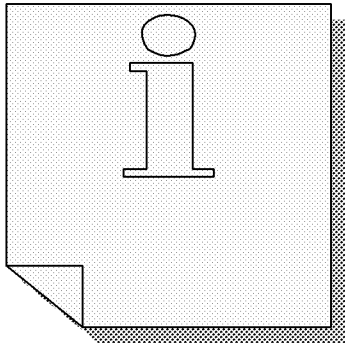
## HUMAN RESOURCES DIRECTORY OF SERVICES



# State Police Human Resources Section

## Points of Contact

There are five interdependent workgroups in the SP Human Resources Section: the Benefits Unit, the Employment Section, the Employee Relations Unit, the Occupational Health Unit, and the Office of the Human Resources Director. Each workgroup includes a manager and professional staff who can provide answers and guidance in response to any HR-related inquiry. Please use this Directory to locate a staff member when you need assistance.



### BENEFITS UNIT

**Linda Turner (508) 820-2294**

*Function: Benefits Administrator*

Call To: Request a non-medical leave, explore retirement options, or receive assistance with creditable service/buy-backs.

**Michael Faiola (508) 820-2655**

*Function: Benefits Coordinator*

Call To: Receive help with GIC, HCSA/DCAP and long-term disability matters or to discuss benefits upon resignation from state service.

### OCCUPATIONAL HEALTH UNIT

**Sue Viall (508) 820-2291**

*Function: Director of Occupational Health*

Call To: Report an industrial accident, hazmat exposure, or safety incident.

**Julie Parrettie (508) 820-2369**

*Function: Occupational Health Coordinator*

Call To: Request an FMLA leave or to enroll in or withdraw from the EILB.

**Leona Vieira (508) 988-7440**

*Function: Line-of-Duty Coordinator (Sworn)*

Call To: Make contact with the Occupational Health Unit if other staff members are unavailable. Leona works primarily with State Police officers who have been injured in the line of duty. However, she provides general Occupational Health assistance also.

### OFFICE OF THE HR DIRECTOR

**Shawn T. Givhan (508) 820-2656**

*Function: Human Resources Director*

Call To: Report a harassment, ADA, or workplace violence concern, complete performance evaluations and mandatory training, or to discuss workforce management.

**Juliana Namaweije (508) 820-2697**

*Function: Human Resources Assistant*

Call To: Receive general HR direction or guidance. Juliana is the point of intake for HR inquiries. She will route you to the appropriate manager, paperwork, or source of information.

**Jani Ricci (508) 820-2285**

*Function: Human Resources Coordinator*

Call To: Obtain or submit forms for Tuition Remission, state Fellowship or Performance Recognition Programs or for PACE issues.

**Kathie Davenport (508) 820-2155**

*Function: Human Resources Coordinator*

Call To: Obtain or submit forms for the SERV, COMECC or Blood Donation Leave programs, or to change address and/or personal info in HR/CMS.



### EMPLOYMENT SECTION

**Michael Howard (508) 820-2296**

*Function: Director of Personnel*

Call To: Initiate a job posting, conduct a hiring process, discuss job classification issues, or review state job qualifications.

**Jennifer Vasapolli (508) 988-7236**

*Function: Personnel Analyst*

Call To: Procure or dismiss a temporary employee, correct a personnel transaction, or to research or audit personnel action errors.

### EMPLOYMENT CONTINUED:

**Connie Cascio (508) 820-2290**

*Function: Personnel Officer*

Call To: Track hiring and appeal processes, obtain a Form 30, or schedule job interviews.

**Kelly DeWolfe (508) 820-2212**

*Function: Personnel Officer*

Call To: Make contact with the Employment Section if other staff members are unavailable. Kelly works with GIC and also State Police processes relative to sworn personnel actions, records, programs, and publications.



### EMPLOYEE RELATIONS UNIT

**Gary Murphy (508) 820-2332**

*Function: Director of Employee Relations*

Call To: Request interpretation of a collective bargaining agreement, review employee grievances, or seek advice about employee discipline and/or prospective termination of regular employees.

**Patricia Lavin (508) 820-2293**

*Function: Deputy Dir. of Employee Relations*

Call To: Set up alternative work agreements or for employment law and policy guidance.

### OTHER IMPORTANT NUMBERS

Civil Rights/AA Officer **(508) 988-7002**

HR General Fax No. **(508) 820-2211**

HR Confidential Fax No. **(508) 988-7058**

HR Switchboard **(508) 820-2339**

Payroll Help Line **(508) 820-2157**

Elissa Robertson, Payroll **(508) 988-7417**

Bill McCarthy, Payroll **(508) 820-2169**

Payroll Fax **(508) 820-2165**

To contact us by email please write to [hr@pol.state.ma.us](mailto:hr@pol.state.ma.us)